

## CHILD WELFARE COLLABORATIVE

### MONITORING PROCEDURE:

The Contract Administrator will monitor the Child Welfare Collaborative on a quarterly basis. The Child Welfare Collaborative subcontracts with six University MSW and BSW Programs, who receive funding and which the Collaborative contract provider is responsible for monitoring for compliance. Therefore, the monitoring of the Child Welfare Collaborative contract provider will entail the monitoring of the contractor's monitoring of the subcontractors.

The contract provider maintains a database that tracks all students who receive educational stipends in all of the subcontracted universities who receive Collaborative funding. The Contract Administrator will review the contract provider's database to ensure that the contract provider is monitoring the subcontract providers appropriately. The contract provider also has a subcontract with a collection agency to collect from students who have defaulted on the conditions required to receive the educational stipend. The Contract Administrator will also monitor the contract provider's monitoring of this subcontractor.

The fiscal elements of this contract are audited through the single audit process.

The following information is completed and submitted to the Data Management and Review Team for the tracking of monitoring activities.

- I. Name of Contract Provider University of North Carolina at Chapel Hill
- II. Contract Number: \_\_\_\_\_
- III. Name of Contract Administrator \_\_\_\_\_
- IV. Date of Monitoring Activity \_\_\_\_\_
- V. Are the students who are receiving the educational stipends selected based on the approved set of criteria? Yes \_\_\_\_\_ No \_\_\_\_\_
- VI. Does the contract provider's database effectively monitor where students are in the process of completing the program requirements and their subsequent obligations related to the following:
  - Is the system adequately tracking students actively enrolled in the collaborative?
 

Yes \_\_\_\_\_ No \_\_\_\_\_

 If yes, how was this verified? \_\_\_\_\_

- Does the system adequately track the following:
  - Students who graduate? Yes \_\_\_\_  
No \_\_\_\_
  - Students have completed field placement in a county DSS? Yes \_\_\_\_  
No \_\_\_\_
  - Students who have completed all required coursework? Yes \_\_\_\_  
No \_\_\_\_
  - Students who have been employed in a county DSS within 6 months of graduation? Yes \_\_\_\_  
No \_\_\_\_
  - Students who have worked in a county DSS for one year for each year that they received stipends? Yes \_\_\_\_  
No \_\_\_\_
  - The status of students who did not complete the program and who are required to pay back the funds? Yes \_\_\_\_  
No \_\_\_\_

If yes for any of the above, how was this verified? \_\_\_\_\_

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- Is the Memorandum of Understanding (to be in place in the fall of 2003) among the Division of Social Services, the contract provider, and all subcontract providers in place?
 

Yes \_\_\_\_      No \_\_\_\_
  
- Is the contract provider's monitoring of the collection agency subcontractor effective?
 

Yes \_\_\_\_      No \_\_\_\_
  
- Is the contract provider's monitoring of each of the subcontractors effective in ensuring that the Collaborative's contract criteria are met? Yes \_\_\_\_  
 \_\_\_\_      No \_\_\_\_
  - Dates of last monitoring activities by the contract provider:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
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- Names of subcontractors monitored during this quarter:

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- Date of last Single Audit of the contract provider: \_\_\_\_\_
- Findings of the last Single Audit: \_\_\_\_\_
- Results of any corrective action required: \_\_\_\_\_

VI. Conclusions (Attach additional sheets if needed)

A. Describe strengths noted during this monitoring activity:

B. Describe any area's needing improvement that do not affect program compliance.

C. Describe any issues that result in this contract provider being out of program compliance.

D. Is the contract provider in program compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

E. If no, a Corrective Action Plan will be required within 30 days.